



# County of Napa EMPLOYMENT OPPORTUNITY

## LAFCO STAFF ANALYST I/II

### OPEN AND PROMOTIONAL

#### \*SALARY

	<u>Biweekly</u>	<u>Approximate Monthly</u>
<u>LAFCO Staff Analyst I</u>	\$1,952.00 - \$2,335.20	\$4,229.00 - \$5,060.00
<u>LAFCO Staff Analyst II</u>	\$2,146.40 - \$2,566.40	\$4,651.00 - \$5,561.00

\*The County offers an enhanced PERS Retirement Plan of 2.5% at 55 with the County contributing a significant amount of the employee's share of the retirement contributions.

### FILING DEADLINE

A completed County of Napa Application and Supplemental Questionnaire must be filed with the Human Resources Office by 5:00 p.m. on the filing deadline. **Resumes, faxes, and photocopies will not be accepted in place of the application.** The application will be used to determine whether you are eligible for the position for which you applied. It is important that you complete all sections of the application form and answer all questions on the supplemental questionnaire. A resume may be submitted with the application to provide additional information. However, a resume cannot be used in place of the application. **THE FILING DEADLINE IS 5:00 PM TUESDAY, SEPTEMBER 12, 2006.**

### THE POSITION

Napa County has an opening for the position of Staff Analyst I/II in the Napa County Local Agency Formation Commission (LAFCO). LAFCO is a State mandated Commission that provides for orderly expansion of local governmental agencies, cities and special districts. The LAFCO Staff Analyst I/II will work under the direction of the Executive Officer and perform a full range of analytical and technical staff support services. The incumbent will perform analytical tasks relating to matters under LAFCO's jurisdiction, such as the provision of services by local governments and the consideration of proposals for governmental reorganization. This position may serve as a resource to the staffs, committees, boards or commissions of local agencies in Napa County. Currently the essential functions of this position include, but are not limited to, the following: contribute to the preparation of special studies involving inter-jurisdictional and inter-departmental coordination; review and analyze proposals and prepare staff reports; make public presentations; manage content for agency website; assist with administrative functions, including the development of the agency budget, fee schedules, and surveys; perform a variety of responsible and specialized technical staff support services in such areas as general administration, fiscal, legislative, personnel, program and data processing, and systems analysis; consult with staff and representatives of other government offices on programs, projects, or specialized assigned activities; assist in the review of policies and procedures; prepare reports and make recommendations on policies, procedures, and programs; develop computerized spreadsheets and databases; participate in and attend meetings of various committees and organizations as required; prepare and maintain clear, concise, and comprehensive records, reports, and correspondence; and other duties as assigned.

### QUALIFICATIONS

To qualify for this position, an individual must possess any combination of experience and education that would likely produce the required knowledge and abilities. A desirable combination would be:

#### LAFCO Staff Analyst I:

- Experience:** No related experience is required. Experience in local government or land use planning is desirable.  
**Education:** Equivalent to graduation from a four year college with major course work in business administration, public administration, land use planning, political science or related field  
**License:** Possession of a valid California Driver's License.

#### LAFCO Staff Analyst II:

- Experience:** One year of experience performing analysis work involving research and data collection, including the preparation of recommendations and reports, or one year experience as a LAFCO Staff Analyst I.  
**Education:** Equivalent to graduation from a four year college with major course work in business administration, public administration, land use planning, political science or related field  
**License:** Possession of a valid California Driver's License.

### **SELECTION PROCEDURE**

Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above. All completed Applications and Supplemental Questionnaires will be reviewed, and the most qualified applicants will be placed on an Eligibility List for the by means of an application evaluation and/or oral board. Separate Eligibility Lists will be created for LAFCO Staff Analyst I and LAFCO Staff Analyst II. Those persons who rank in the top six standings on the selected Eligibility List will be referred to the Executive Director of the Napa County Local Agency Formation Commission for a selection interview. The Eligibility Lists may be kept active up to one year. All other applicants meeting the qualifications may be kept on active file for up to one year for consideration as needed. Possession of the minimum requirements is not necessarily a guarantee of further advancement in the application process. The successful applicant will be fingerprinted. Arrangements may be made to accommodate applicants with disabilities; for testing arrangements, please inform Human Resources in writing or by phone (707) 253-4303 by the filing deadline posted on this bulletin.

### **WHERE TO APPLY**

County of Napa Human Resources  
1195 Third Street, Suite 110

**24-HOUR JOB HOTLINE (707) 253-4808**  
**Telecommunications Device for the Deaf (707) 253-6088**  
**Or download application: [www.NapaCountyCarrers.com](http://www.NapaCountyCarrers.com)**

County Administration Building  
Napa, CA 94559

**The County of Napa actively seeks minority and female applicants and is committed to a policy which pursues a program of Equal Employment Opportunity/Affirmative Action and Non-discrimination. Each applicant will be considered regardless of race, color, religion, ancestry, national origin, sexual orientation, self-identified gender, marital status, medical condition (cancer related), age or disability**

**Additional Information on Other Side**

## **EMPLOYEE BENEFITS**

<b>SALARY:</b>	<i>Salaries are based on a five-step range. Appointments are usually made at the beginning step with advances occurring at six months and the completion of each year thereafter. Salary rates are reviewed annually.</i>
<b>VACATION:</b>	<i>Twelve to twenty-six days of vacation annually based on years of services.</i>
<b>HOLIDAYS:</b>	<i>Employees receive an average of eleven paid holidays per year as prescribed in the Memorandum of Understanding.</i>
<b>SICK LEAVE:</b>	<i>Twelve days earned per year with unlimited accrual.</i>
<b>HEALTH INSURANCE:</b>	<i>Medical plans currently being offered include a Kaiser plan offered through the County and plans offered through the CalPERS health plan program. They are available to employees and their dependents, and the County contributes a portion of the premium.</i>
<b>DENTAL INSURANCE:</b>	<i>County pays premium for employee and dependents.</i>
<b>LIFE INSURANCE:</b>	<i>The County provides \$10,000 life insurance coverage for each employee at County expense, and an option of up to an additional \$100,000 at the employee's expense.</i>
<b>DEFERRED COMPENSATION:</b>	<i>County offers a choice of two voluntary plans.</i>
<b>EDUCATIONAL:</b>	<i>Full-time County employees are eligible for reimbursement for job related courses up to a maximum of \$300.00 per year. Reimbursement contingent upon sufficient funding being available.</i>
<b>RETIREMENT:</b>	<i>The County participates in the Public Employees' Retirement System and individual employee participation is mandatory. The current Retirement formula is 2.5% at 55.</i>
<b>PERSONAL LEAVE:</b>	<i>19 hours credited during the first pay period of the fiscal year (or prorated amount based on date of hire).</i>
<b>PART-TIME:</b>	<i>Vacation, holidays, personal leave, health benefit premiums, and sick leave are prorated for part-time employees.</i>

## **EMPLOYMENT INFORMATION**

<b>TRAVEL EXPENSE:</b>	<i>The County of Napa cannot reimburse applicants for any travel or related expense incurred in connection with application or interview.</i>
<b>PHYSICAL STANDARDS:</b>	<i>Certain designated County positions require a candidate to pass a physical examination prior to appointment. Offers of employment are conditional upon successful completion of this examination.</i>
<b>FINGERPRINTING:</b>	<i>All employees hired into allocated positions or extra help positions will be fingerprinted.</i>

### **Immigration Reform Act of 1986**

*The Immigration Reform Act of 1986 requires the County of Napa to verify an employee's right to work in the United States. At time of appointment, all new employees must, under penalty of perjury, produce either one of the documents in Category I or one document from Category II and one document from Category III.*

#### **Category I**

1. U.S. Passport (expired passport acceptable)
2. Certificate of Citizenship
3. Certificate of Naturalization
4. Unexpired foreign passport
5. Alien Registration Card (green card)

#### **Category II**

1. State Driver's License with photo
2. State issued photo I.D. card

#### **Category III**

1. Social Security Card
2. U.S. Birth Certificate

### **COUNTY OF NAPA**

*The County of Napa is located in one of California's most beautiful valleys and has a population of 133,294. The valley's 800 square miles and ideal temperate climate allows residents to take full advantage of all the recreational activities that are available, such as golf, fishing, riding, hiking and camping, boating and other water sports. Other attractions include hot springs resorts, Lake Berryessa, which is the largest manmade lake in California, and the famous Napa Valley wineries. The City of Napa, a community of 76,346 people, offers suburban living in a relaxed country atmosphere. In addition, the close proximity of San Francisco and Sacramento enables residents to enjoy all the educational and cultural activities these metropolitan areas offer.*



## **LAFCO STAFF ANALYST I/II**

### **Supplemental Questionnaire**

**PLEASE ANSWER THE FOLLOWING QUESTIONS ON A SEPARATE SHEET(S) OF PAPER.** Each candidate must complete this supplemental questionnaire as part of the application and examination process. Initial evaluation of your qualifications for this position will be determined by your response to these questions and the information you provide on the standard application form. Responses should be complete, specific, and kept to a maximum of one page per question. Clarity, conciseness, and completeness of answers are factors considered in the selection process. Address each question separately. Please print or type your responses.

1. Briefly describe your experience in performing analytical and research-oriented tasks.
2. Briefly describe a project in which you had to deal with a difficult or complex issue. What were the problems you encountered and how did you overcome them? What did you learn from the experience?
3. What are the factors motivating you to want to work for LAFCO of Napa County?
4. This position requires the ability to work with Microsoft Office programs, including Word, Excel, and PowerPoint. Briefly describe your experience using Microsoft Office and evaluate your proficiency level with each program."



# COUNTY OF NAPA

## EMPLOYMENT APPLICATION

### INSTRUCTIONS

1. Complete all sections of form.
2. Print or typewrite.
3. Additional information may be attached.
4. Return to:  
Napa County Human Resources  
1195 Third Street, Room 110  
Napa, California 94559-3035  
(707) 253-4303
5. 24-Hour Job Hotline (707) 253-4808

POSITION APPLIED FOR _____ State exact job title		
1. Name - Last	First	Middle
3. Address - Street		City State Zip Code
4. PHONE Home _____ Other _____ Emergency _____		5. SOCIAL SECURITY NUMBER _____
6. OFFICE SKILLS Computer _____ Typing Speed _____		7. Do you possess a valid California Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No Expires _____ Driver's License Number _____ Class A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
8. Can you, after an offer of employment, submit verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		9. PLEASE ANSWER ONLY IF THE JOB ANNOUNCEMENT FOR THE POSITION FOR WHICH YOU ARE APPLYING REQUIRES CITIZENSHIP OR MINIMUM AGE. U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No Birthdate _____
10. Answer the following questions by placing an "x" in the YES or NO column. If you answer "YES" to any question, give additional information below in No. 11.		
A. Have you ever been convicted as an adult for any violation of the law? Provide dates, location(s), and penalties. Exclude traffic violations under \$150 and convictions more than two years old for violation of Health and Safety Code §11357 (b) or (c), §11360 (b), §11364, §11365 and §11550 as related to marijuana. Conviction is not necessarily a bar to employment. Each case will be given individual consideration. Failure to list all convictions other than those excluded above may disqualify you from further consideration. Explain below in No. 11.		
B. Were you ever a member of the State or Public Employees Retirement System? If yes, list employer and dates in No. 11.		
C. Were you ever discharged, released during probation, or have you resigned under pressure or unfavorable circumstances from any employment? Explain in No. 11.		
D. Are you now, or have you been employed by the County of Napa? Explain in No. 11.		
E. Are you related by blood or marriage to any person presently employed by the County of Napa? If yes, list name, department, and relationship in No. 11.		
11. Use this space or an attachment for details regarding any "YES" answers to 10, A, B, C, D, E, or for other supplementary information.		

12. WILL YOU ACCEPT:	YES	NO	<b>PERSONNEL SERVICES USE ONLY</b>  Application Accepted: <input type="checkbox"/> Yes <input type="checkbox"/> No Rejected: Failed application review <input type="checkbox"/> Educ. <input type="checkbox"/> Exp. <input type="checkbox"/> Lic./Cert. <input type="checkbox"/> Insuff. Info. Filed after Deadline <input type="checkbox"/> Failed Test <input type="checkbox"/> Written <input type="checkbox"/> Oral <input type="checkbox"/> Perf.  Referral: Employee Request No. _____  Comments: _____ _____ _____  <b>DATE STAMP</b>
(a) Permanent Part-Time Work (less than 40 hrs. per week)			
(b) Temporary, Extra Help Work (whenever needed)			
(c) Evening/Night Work			
(d) Saturday/Sunday Work			

### 13. CERTIFICATE OF APPLICATION (Read carefully before signing.)

I hereby certify that all statements made in this application are true to the best of my knowledge, and I agree and understand that any misstatement of material facts herein may cause forfeiture on my part of all rights to any employment in the service of the County of Napa. I further agree to be fingerprinted, to submit to a medical examination by a County physician if required for the position for which I am applying, and to an investigation of matters contained in this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

COMPLETE NEXT PAGE

<b>EDUCATION AND EXPERIENCE</b> Please read the qualification section of the job announcement before completing this side.						
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%;"> <b>14. Education</b> </div> <div style="width: 85%;">           High School Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No If no, indicate highest grade completed            Passed High School Equivalency Test or GED <input type="checkbox"/> Yes <input type="checkbox"/> No         </div> </div>						
<b>A.</b> Name & location of college/university/ other schools	Study or major	Semester units	Quarter units	Degree received	Date completed	
<b>B.</b> Valid certificates of professional or vocational competence, licenses and/or memberships in professional associations. Include effective and expiration dates.				<b>15.</b> In addition to English, I can fluently: <div style="text-align: center;"> <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write  <hr style="width: 100%;"/>           Language(s)         </div>		
<b>16. Experience:</b> Provide a complete employment history beginning with your most current or recent job, including military service you feel qualifies you for the job for which you are applying. <b>List all experience in the last ten years.</b> List any volunteer experience which you believe helps you meet the requirements of the classification for which you are applying, showing actual time (number of hours per week) spent in such experience with "VOLUNTEER" written in the space following salary. Provide details of the duties relevant to the position for which you are applying. Attach sheets if additional space is needed. <b>Resumes will not be accepted in lieu of completing this section.</b>						
<b>Period of Employment</b>		Job Title and Most Important Duties Performed		<b>17. May we contact present employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>A. From To</b> _____ Total _____ Yr(s). _____ Mo(s). Hours per week _____ Salary \$_____ per_____		Job title:  Duties:		Name, address, and phone no. of employer:   Immediate supervisor: Reason for leaving:		
<b>B. From To</b> _____ Total _____ Yr(s). _____ Mo(s). Hours per week _____ Salary \$_____ per_____		Job title:  Duties:		Name, address, and phone no. of employer:   Immediate supervisor: Reason for leaving:		
<b>C. From To</b> _____ Total _____ Yr(s). _____ Mo(s). Hours per week _____ Salary \$_____ per_____		Job title:  Duties:		Name, address, and phone no. of employer:   Immediate supervisor: Reason for leaving:		
<b>D. From To</b> _____ Total _____ Yr(s). _____ Mo(s). Hours per week _____ Salary \$_____ per_____		Job title:  Duties:		Name, address, and phone no. of employer:   Immediate supervisor: Reason for leaving:		
<b>E. From To</b> _____ Total _____ Yr(s). _____ Mo(s). Hours per week _____ Salary \$_____ per_____		Job title:  Duties:		Name, address, and phone no. of employer:   Immediate supervisor: Reason for leaving:		

## Recruitment Questionnaire

Please indicate how you became aware of this job opportunity.

### Word of Mouth

- A ☐ County Employee    B ☐ Relative or Friend  
C ☐ Other (Specify) \_\_\_\_\_

### Advertisement

- D ☐ Newspaper    E ☐ Radio  
F ☐ Jobs Available    G ☐ Trade or Professional Journal

### Bulletin Board

- H ☐ County Personnel    I ☐ Other County Depts.  
J ☐ Community College    K ☐ State Employment (EDD)  
L ☐ Other (specify) \_\_\_\_\_

### Community Organization

- M ☐ Specify Other \_\_\_\_\_  
N ☐ County Job Hotline    O ☐ County Website

**EQUAL EMPLOYMENT OPPORTUNITY INFORMATION:** We ask for your racial or ethnic group and sex in order to evaluate the effectiveness of our recruitment efforts. This information is **VOLUNTARY**, and if you object to filling it out, you need not do so. The data collected is confidential and will be used for recruitment statistics only. This tear off sheet will be removed from the application form before your application is reviewed. **Please check the ethnic group you most closely identify with:**

☐ CAUCASIAN

☐ HISPANIC

☐ ASIAN/PACIFIC ISLANDER

☐ BLACK

☐ NATIVE AMERICAN/ALASKAN NATIVE

☐ OTHER \_\_\_\_\_

Please check one: ☐ MALE

☐ FEMALE

ARE YOU DISABLED

☐ YES

☐ NO

Title of the position applying for: \_\_\_\_\_

Name: \_\_\_\_\_ Date \_\_\_\_\_